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| <p>Mission: to motivate young people to be better Citizens</p> |
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Section I

Overview - The Instructor Certification Process

1. Actions you must take to become qualified for employment ("certified") as a Junior ROTC instructor:
 - a. Ensure that you meet the general eligibility requirements for JROTC employment. (Section II)
 - b. Familiarize yourself with the duties of a JROTC instructor (Section III) and other information contained in this bulletin to ensure that you want to be a JROTC instructor and to prepare for your interview.
 - c. Clarify any questions you have concerning the application process or JROTC employment.
Call: The Instructor Management Division **DSN 680-4001**
JROTC Directorate, Cadet Command **1-800-347-6641**
 - d. Assemble the required documentation (Section IV) that must accompany your Application. (Section VII)
 - e. Mail the Application and required documentation to:

Headquarters, U.S. Army Cadet Command
ATTN: ATCC-JR (Instructor Management)
Fort Monroe, Virginia 23651-5000
 - f. Be interviewed by a qualified interviewer. (Section VI)
2. Actions Cadet Command will take:
 - a. Review your application and inform you if any required materials are missing.
 - b. Receive the results of your interview directly from the interviewer.
 - c. Upon receipt of your interview results and completed application, determine whether you are qualified and suitable for JROTC employment.
 - d. Inform you in writing whether you have been certified as a JROTC instructor not later than 30 days after receiving your complete application and interview results.
 - e. If certified, provide you a current listing of school vacancies. You may contact any school on this list concerning employment. (Vacancies are also listed on our website.)
 - f. On a continuing basis, automatically provide your name, address and telephone number to high school hiring officials with vacancies in the state or states (you may list up to four) listed on your application. [Note: You may change the states in which you are willing to work by contacting the Instructor Management Division in writing. You may also request a nationwide listing of vacancies at any time.]
 - g. Maintain your file in an active status until employed by JROTC or for up to 5 years (the limit of your eligibility) after retirement.
 - For your file to remain in an active status, you must maintain current locator information with the Instructor Management Division and indicate continued interest, as indicated below, in JROTC employment.
 - Instructor Management will send you a letter each year asking whether you wish to continue to be considered for JROTC employment. Not responding to this request will cause your file to be inactivated.

Section II

Eligibility

1. JROTC cadets are taught by retired officers, warrant officers and noncommissioned officers who are determined by Cadet Command to meet the requirements of Army Regulation 145-2 and Cadet Command requirements derived from this AR. Basic qualifications:

- Be a citizen of the United States.
- For officers and warrant officers seeking to fill an officer position, have a Bachelor's or higher degree.
- For warrant officers seeking to fill an enlisted position, and for noncommissioned officers, be a high school graduate or have GED equivalency and a GT score of at least 100.
- If on active duty, be within one year of retirement.
- If retired, have been retired from active duty for fewer than 5 years, and be receiving retired pay.
- Be retired in the grades of E-7 through O-6.
- Have no court martial, civil convictions, or lost time.
- Meet the retention medical fitness standards and weight standards of AR 40-501.
- Have an excellent record of military performance.
- Have the mentality, personality, appearance and bearing to represent the Army well in the civilian community.
- Have good moral character, instructional ability and be able to challenge, motivate, and influence young people in a positive manner.
- Meet the administrative requirements of the certification process, have a satisfactory interview, and be determined by Cadet Command to meet the criteria outlined above.

2. Those who need **NOT** apply:

- Persons whose evidence is anything less than the highest ethical standards (lying, cheating, stealing), inability to relate appropriately to persons of the opposite gender (sexual harassment, spouse abuse). Persons who would cause the Army to have less than complete confidence in their reliability (alcohol abuse, drugs, financial irregularity) or trustworthiness to be in the classroom with cadets (child abuse).
- Persons whose background checks, which are conducted by the Army for every person as part of the hiring process, would produce information inconsistent with eligibility. National level checks include:
 - FBI records
 - FBI fingerprint
 - Defense Security Service records
 - Military records
 - Central Registry of Spouse and Child Abuse

- In addition, police record, references and other background checks are routinely conducted by schools prior to employment.

3. Waivers. Occasionally individuals request waiver of an eligibility requirement, such as the requirement to have been retired for fewer than 5 years. As the Command normally has a standing list of about 3,000 personnel certified without waiver, and a need to employ perhaps 300 new personnel annually, there is no pressing military necessity for waivers to be granted.

4. School official's authority. AR 145-2 provides that the Army and hiring officials have equal authority in approving the qualifications of prospective instructors. Approval by both the Army and school officials is required. In practice, all schools accept the Army's assessment of your professional qualifications. However, this does not guarantee that you qualify for employment from the school's point of view. For instance, a state may require that all teachers, including JROTC instructors, hold a Bachelor's, Associate or higher level degree or meet other minimum requirements. Cadet Command has no influence over any such local requirements.

Section III

The Junior ROTC Program

1. General.

a. Junior ROTC is a course of instruction taught for academic credit in high schools by retired officers and noncommissioned officers. In public schools, students select JROTC as an elective course. In some private schools, such as military schools, enrollment in Junior ROTC may be a mandatory part of the curriculum.

b. Students enrolled in JROTC are referred to as cadets. They are organized into units with a cadet chain of command. Cadets are taught in the classroom and supervised in all their activities by a minimum of two instructors, normally consisting of one retired officer (the Senior Army Instructor, or SAI) and one noncommissioned officer (the Army Instructor or AI). Additional AI staffing may be authorized for enrollments above 150 cadets, on the basis of one AI for each additional 100 cadets.

c. The SAI and AI are responsible to the Army and the school for all aspects of the operation of the JROTC unit. They may be assisted in their duties by a property custodian, an agent of the school designated to requisition, receive and perform other functions associated with the government property, such as uniforms and equipment, furnished to the school by the Army. This may be (and often is) an additional duty performed by an instructor provided that it does not interfere with instructional duties.

d. In many school districts with a large number of JROTC units (typically 5 or more), a Director of Army Instruction (DAI) and support staff members may be authorized at the district level. The SAIs are subordinate to the DAI. The DAI coordinates JROTC activities for all units on behalf of the school district and manages centralized administration and supply. For instance, it is normal for a DAI to requisition publications for all units.

2. History.

a. The Junior Reserve Officers' Training Corps has a long and proud tradition of service to the nation through the betterment of its youth. Founded as part of the National Defense Act of 1916, the Secretary of War was authorized to issue equipment to those secondary schools desiring military training programs. Subsequent legislation revalidated the JROTC concept, made it an integral part of the school's curriculum, and most recently, in 1993, undertook an expansion program to increase the number of JROTC units from 856 to its current level of approximately 1,370 units. Growth beyond this level is not projected.

b. JROTC now has programs in all 50 states, the District of Columbia, Panama, Puerto Rico, the Virgin Islands, Guam, American Samoa, Japan, Korea and Germany. It employs about 3,200 instructors for its 205,000 cadets.

3. Military Service. JROTC is not a recruitment program for the military.

a. Participation incurs no military obligation and instructors may not apply any pressure toward military service. Our mission is to build better citizens, not to steer students toward enlistment.

b. Under their operating rules, some schools cannot continue to offer JROTC if it becomes an unofficial recruitment agency. This is true for all teachers irrespective of the "corporation" involved - civilian or military.

c. It is also true, however, that because of their tremendously rewarding experience in JROTC and the outstanding personal example of the instructors, many of our graduating cadets choose to pursue military service. Those who choose to do so may receive advanced placement in college Senior ROTC or early advancement to E-2 or E-3 following enlistment.

d. Instructors have just pride in the Army. However, it is entirely inappropriate for any JROTC instructor to attempt to dissuade a cadet from entering one of our sister services or to suggest that Navy, Marine or Air Force JROTC provides an any less outstanding opportunity for young people than does Army JROTC.

4. Duties of a JROTC Instructor. JROTC officers and noncommissioned officers observe the same military courtesies and general roles they did on active duty, but there is no practical distinction between their major duties: a typical unit has only two personnel and both must be fully capable of meeting all requirements. It is incumbent upon every new instructor to gain full personal proficiency in all JROTC responsibilities as rapidly as possible. Major curricular, extracurricular and other tasks performed by instructors:

- Conduct the JROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies.
- Prepare an annual operational plan. Develop a schedule for the year reflecting school activities and JROTC objectives and activities. Include cadets in the planning. Organize cadets and resources toward objectives.
- Perform administrative tasks. Maintain student records; provide enrollment and other student reports as specified by Cadet Command; meet school administrative requirements.
- Carry out logistics tasks. Prepare requisitions. Maintain arms and supply operations in accordance with Army security requirements and other regulations.
- Recruit new students. Market the JROTC program. Maintain at least the minimum enrollment of 100 cadets or 10 percent of the school's total student enrollment, whichever is less. Conduct a public relations program in the school and community.
- Teach JROTC cadets. Achieve the curricular requirements and learning standards of the Program of Instruction. Attain and improve proficiency in all military and other subjects taught. Continuously improve JROTC instruction by staying abreast of new and alternative instructional and motivational techniques. Recommend changes to the curriculum.
- Counsel students on their academic performance and as members of the Corps of Cadets. Assist interested students in applying for Senior ROTC scholarships and completing service academy applications.
- Accomplish required school tasks. Participate in staff meetings, school committees and student activities. Perform tasks required of all other teachers in the school.
- Plan, organize and conduct extracurricular activities: color guard, marksmanship (optional), drill teams, adventure training, and JROTC social activities, such as an annual ball.
- Conduct risk assessment for all activities; observe and enforce all Army and school safety guidelines.
- Develop professional qualifications. Participate in recurring instructor conferences and other professional development opportunities. Meet any continuing education requirements of the state or school district.
- Prepare the unit for official visits and formal inspections.
- Coordinate summer camp attendance by cadets, attend camp, conduct training and other activities as prescribed by the camp commander.
- Provide an outstanding personal example of professional, social and personal behavior and appearance for cadets, colleagues and the community.
- Perform other duties as assigned.

5. Physical Duties and Time Required.

- Curricular instruction. Conduct instruction, generally 4 - 6 hours per day, plus related administrative time. Usually 5 days per week, or as addressed in the instructor contract with the school. Generally, these are the same days and hours as for the other teachers under contract by the school. A teacher's basic pay is compensation for conducting curricular instruction.
- Extracurricular activities. These activities reinforce classroom instruction and offer cadets the opportunity to enhance their personal skills, discipline, teamwork, and self-esteem. They require instructor supervision, participation, or instruction, are not part of the academic

curriculum, and are conducted in addition to the hours of classroom and administrative duties. The school's pay system determines whether compensation is due, and in what amount, for the conduct of these activities. For Junior ROTC instructors, they are not limited to, but may include:

- Color Guard
- Drill Team
- Marksmanship Team
- JROTC Summer Camp
- Other special activities selected by the cadets and their instructors and approved by the school, such as banquets and ceremonies. An instructor can expect to devote one full Saturday each month to cadet extracurricular activities; at least one weekend per year for the coordination and conduct of cadet encampment (1-2 weeks if part of the camp cadre) and 2-3 evenings per school year for banquets, awards ceremonies, military balls and other special activities.
- Counseling. Time varies widely. All instructors have an obligation to counsel cadets on their military and academic performance. Instructors must use their own judgment in determining the extent to which their skills, limitations and time permit them to become involved in the personal lives of their cadets.
- Physical and medical fitness. JROTC cadets are very active physically, and instructors must have a physical and medical fitness level that permits them to participate fully in JROTC activities. This includes participating in marching, the ability to lift and move boxes of curricular materials and other equipment and the stamina to conduct a full day's training for a week at a time during encampment. If you have anything but complete confidence that your physical and medical condition will permit you to keep up with and lead vigorous, enthusiastic and very active high school students, select some other post-retirement occupation.
- Mental fitness. Mental and emotional stress are facts of life for school teachers. It is an occupation filled with tremendous rewards and, on occasion, profound disappointments. JROTC instructors, who perform full time as teachers, after normal classroom hours are the equivalent of coaches whose teams are always in season. In these circumstances, stress is often higher than for the typical high school teacher. This is particularly true because providing leadership by personal example is fundamental to JROTC. Instructors must have the mental strength to provide consistency in judgment and behavior and exhibit a positive, supportive outlook toward cadets and the program.

6. The Program of Instruction.

a. The POI is designed to provide a systematic progression of learning and development during each year of high school. The curriculum for each grade level consists of 180 hours, of which 108 are for required subjects, and the remaining hours are chosen by the instructor from a list of Army-approved subjects. Instructors have considerable flexibility in shaping their program to best meet the educational, vocational and other developmental needs of their students.

b. The following is a sampling of the subjects offered in 4 years of JROTC.

- American citizenship
- Techniques of Communication
- Leadership (learning to assume a leadership role)
- Leadership Labs (demonstrating leadership)
- Drug abuse prevention
- Map reading
- American military history
- Developing a career exploration strategy
- First aid and hygiene
- Technology awareness
- Command and staff procedures (for senior cadet leaders)

c. Desired learning outcomes. To aid their success in school and after graduation, JROTC is intended to give cadets the following mental tools:

- Understanding of the ethics and principles underlying good citizenship
- Practical experience in leadership
- Ability to think logically and communicate effectively orally and in writing
- Appreciation of physical fitness and maintaining good health
- Positive mental techniques such as goal-setting
- Familiarity with the history and structure of the military services
- Knowledge of educational and vocational opportunities
- Understanding the importance of living drug-free and techniques to counter pressure toward substance abuse
- Understanding the importance of high school graduation to a successful future

7. Instructor contracts, salary and cost-sharing.

a. There are two contracts associated with JROTC.

- Between the school and the Army. This is the basic agreement that provides for the establishment, staffing, pay, and other aspects of the operation of JROTC.
- Between the school and the instructor. Instructors are employees of the school or school system, not the Army. The school enters into a contract with each teacher, usually annually. This is normally a standard school contract whose general provisions apply to all teachers at the school. However, specific provisions, such as salary (which may not be less than as described below), the contract length (months) and other matters are as negotiated between the individual and the school.

b. Salary.

- You continue to receive your retired pay from the government while you are a JROTC instructor. This is not affected by your contract with the school.
- The school pays you an amount above your retired pay. The contract between the Army and the school requires that the salary paid to an instructor by the school, when added to the retirement pay that the instructor receives from the government, be at least what the instructor would receive in monthly salary if the individual were on active duty in the retired grade. This is the minimum salary. You may be eligible for or negotiate a higher amount in accordance with local school rules concerning salary.
- Computation of the active duty pay you would receive excludes any incentive or special pay, such as airborne or flight pay. It includes active duty allowances, such as quarters, uniform maintenance and subsistence, plus any variable allowance (VHA) that a person on active duty would receive if stationed at the school's location. However, unlike the active duty pay system, while you receive the dollar equivalent of active duty allowances, this money is not tax free.
- Instructors must notify the Instructor Management Division any time that the number of dependents, marital status or other changes take place that would affect active duty pay and allowances. In addition, all personnel must reverify VHA/BAQ annually or lose the equivalent of these allowances.
- The minimum salary you can be paid is adjusted whenever active duty pay and allowances or retired pay is changed. Both you and the school will be notified of the new minimum salary that must be paid whenever these amounts are adjusted.

c. Cost-Sharing. Periodically the Army reimburses the school for a portion of the minimum salary the school must pay you. Usually, this is for half the minimum amount the school must pay. Thus, the Army and the school split the difference between your retired pay and active duty pay. In some cases, through a special prior agreement with the Army, a school might be reimbursed more than half of this difference, or it might have agreed not to be reimbursed. However, this does not change the amount of salary paid to you.

8. Instructor Height/Weight Requirements. Instructors must meet the initial Army procurement height/weight requirements prescribed in AR 40-501 for certification and continuing employment. These standards are rigorously enforced by Cadet Command.

- Personnel who exceed AR 40-501 standards (see Table, below), to include not meeting the body fat percentage limits, measured as prescribed in AR 600-9, will be denied initial certification and employment. **NOTE:** If you exceeded the limits of the table below on your most recent physical or OER/SEER, you must submit a tape test (Form 5500-R) taken within the last 6 months, with your application.
- Those currently employed who do not meet these requirements will be placed on a formal, supervised weight control program. Instructors may be decertified should compliance with the program be unsatisfactory.

You are almost certain to gain weight during retirement. In general, if you have had problems in recent years in meeting the Army's active duty height/weight requirements, you are very likely to experience difficulty in this area as a JROTC instructor.

Table of Height/Weight Minimums/Maximums

| Height | Min (any age) M/F | Max 28-39 M/F | Max 40/+ M/F | Height | Min M/F | Max 28-39 M/F | Max 40/+ M/F |
|-----------|-------------------------|---------------------|--------------------|-----------|------------|---------------------|--------------------|
| 58 | -/90 | -/119 | -/122 | 71 | 127/122 | 201/177 | 204/182 |
| 59 | -/92 | -/123 | -/126 | 72 | 131/125 | 206/183 | 210/188 |
| 60 | 100/94 | 143/127 | 146/130 | 73 | 135/128 | 212/188 | 216/193 |
| 61 | 102/96 | 148/131 | 151/135 | 74 | 139/130 | 218/194 | 222/198 |
| 62 | 103/98 | 153/137 | 156/139 | 75 | 143/133 | 224/200 | 228/204 |
| 63 | 104/100 | 158/141 | 161/144 | 76 | 147/136 | 230/206 | 234/209 |
| 64 | 105/102 | 163/145 | 166/148 | 77 | 151/139 | 236/211 | 240/215 |
| 65 | 106/104 | 168/149 | 171/153 | 78 | 153/141 | 242/216 | 247/220 |
| 66 | 107/106 | 173/154 | 177/158 | 79 | 159/144 | 248/222 | 253/226 |
| 67 | 111/109 | 179/159 | 182/162 | 80 | 166/147 | 255/227 | 258/232 |
| 68 | 115/112 | 184/164 | 187/167 | | | | |
| 69 | 119/115 | 189/168 | 193/172 | | | | |
| 70 | 123/118 | 195/173 | 199/177 | | | | |

Maximum Body Fat

Male

28-39: 28% 40/+: 30%

Female

28-39: 34% 40/+: 36%

Section IV

Applicant Information Required

1. **Documentation.** In addition to the Application for Employment, Section VII, the following documentation must be submitted to be considered for certification for employment as a JROTC Instructor.

- **All personnel**
 - A one page, typed and signed letter stating why you want to become a JROTC instructor
 - Copy of last **5 consecutive** evaluation reports (All 5 required), academic evaluations included
 - Copy of ORB (officer) or Form 2a and 2-1(enlisted), or equivalent for retiring/retired or PQR for AGR personnel
 - Copy **4 (Member Copy)** of DD Form 214. (Active duty personnel must provide an approved copy of a DA 4187 or retirement orders, until copy of DD 214 is available.)
 - A copy of Form 5500-R (tape test) taken within 6 months if you exceed the height/weight table shown in this bulletin.
- **Active duty personnel** (in addition to the “All personnel” requirements, above)
 - A DA photograph in Class A uniform, taken within the last 5 years (either the 4”X10” [full body] with name board or the newer 4”X6” digital [3/4 body] with name board information imprinted)
 - Memorandum signed within 1 year by local security manager stating date and type of security clearance (DA Form 873 will not be accepted)
 - Copy of most recent physical exam, conducted within the last 5 years
 - Copy of an approved DA 4187 (requesting retirement date), or Retirement Orders
- **Retired personnel** (in addition to the “All personnel” requirements, above)
 - A DA or DA-style photograph in Class A uniform (does not have to be produced by a post photo lab), approximate size as indicated above, showing name, SSN, date, and rank (can be written on back of photo), taken within the last year
 - Copy of complete physical exam, taken within the last year

2. **Preparing your packet for submission.** The items listed above must be organized in a DA Form 201 (Military Personnel Records Jacket, obtainable on most installations) or a plain manila file folder for submission. Using the two-hole fasteners provided in the MPRJ (small commercial slide fasteners if using a plain folder), attach your materials to the file in the sequence shown below, with all items fastened at the top.

- Outside top left:
 - File label (as shown ®)

145-2 DOE, John A. MSG
112-34-3436

- Inside left :
 - DA/DA style photo [top item]
 - SF 88 and SF 93 (complete physical)
 - Tape test results [bottom item]

- Inside right:
 - Application form
 - One page letter "Why you want to teach JROTC" [top item]
 - DD Form 214 (if retired), or an approved DA 4187/retirement orders if still active duty
 - Memorandum from Security Manager
 - Form 2A and 2-1 or ORB or PQR
 - Copies of last five evaluations (most recent first) [bottom item]

NOTE: Please do **NOT** enclose your materials in plastic document protectors, attach an index or tabs, or use a special folder to "dress up" your application. This is wasted effort, as the staff must disassemble your work of art apart, throw away the excess, and reassemble your file for formal board consideration. Keep your packet professional. It will serve as your permanent record throughout your employment with JROTC.

3. Obtaining missing Military Records.

- Active duty personnel: contact the custodian of your MPRJ.

Officers:

Commander, PERSCOM
ATTN: TAPC - MSR - S
200 Stovall Street
Alexandria, VA 22332-0400

DSN: 221-9612
Com. (703) 325-9612

Enlisted:

Commander, USAEREC
ATTN: PCRE - FF
8899 East 56th Street
Indianapolis, IN 46249-5301

DSN: 221-3732
Com. (703) 325-3732

- Retired personnel: Send a written request to the National Personnel Records Center.

National Personnel Records Center
ATTN: Army Records
9700 Page Blvd
St. Louis, MO 63132-5000

Request must include:

Full name
SSN
Commercial telephone number (not DSN)
Approximate dates of service
Place of discharge
Return address
Reason for request: Army JROTC employment.

The NPRC will provide you a form for making this request if you wish. Leave a voice mail request at (314) 538-4261.

Give yourself plenty of time to obtain these records. Informal feedback indicates that, except for Freedom of Information Act requests, response to your request is likely to take in the neighborhood of 120 days.

Section V

Certification and Hiring

1. Your initial JROTC certification is subject to annual validation. This means that if you have not already been employed by JROTC, Instructor Management will send you a letter each year, asking of your continued interest in actively seeking JROTC employment. A positive response on your part will keep your file in an active status. If the date of your certification (letter) is 2 years old, you must also submit a current (less than 1 year old, Class A Uniform, full length, DA style 4x10) photograph and a complete physical (SF 88 & 93) that is less than 2 years old. Once these items are received, your certification will be renewed for the remaining 3 years. No response, or mail that is "Returned to Sender - Address Unknown" will cause your file to be inactivated. After 1 year in an inactive status, your file will be retired; should you subsequently be interested in JROTC employment and are still within the 5-year eligibility timeframe, you must reapply for certification.

- Active duty personnel: you must submit a copy of your DD 214 upon retirement.

2. Schools notify Cadet Command when they project a JROTC vacancy. The Command sends the school the name, address and telephone number of all certified personnel whose files are in an active status (preceding paragraph) and have indicated a willingness to accept a job in the state.

Exception: The DoD Dependent School (DODDS) system has its own procedures for advertising and filling its JROTC vacancies for its high schools in Germany (13), Japan (2) and Korea (3). Cadet Command is rarely contacted concerning these vacancies. Usually personnel are certified in-country and vacancies are filled by local retiring/retired personnel. Coordinators for these programs are listed in Section VI of this bulletin. You may contact them directly. On occasion, the overseas coordinators contact DODDS in the U.S. to fill vacancies. Interested personnel may contact the following concerning overseas vacancies in Germany, Japan and Korea:

DODDS Personnel Center
ATTN: Recruitment Unit - Mr. Cruz
4040 North Fairfax Drive
Arlington, VA 22203-1634

Tel. (703) 696-3094 / -3081
ext. 131
DSN: 426-3094 / -3081

3. The school decides what happens next. The school is not obligated to contact everyone on the list provided by the Army. However, schools usually send a letter to all personnel on the certified list inviting the submission of a resume (not the application you submitted for certification) and perhaps a form they use for personnel actions. Based upon this information, the school selects personnel to interview. This initial interview might be by telephone. Typically, the school next conducts an in-person interview of the "finalists," selects the person it will hire and sends the other applicants a letter thanking them for their interest in the position.

4. Prior to actually placing you under contract, schools ordinarily contact the people you listed as a supervisor or as reference, and in most states the school must run a records check with law enforcement authorities.

NOTE: Approval to hire applicant will not be granted prior to receipt of their retirement orders or DD 214 by Instructor Management Division, HQ Cadet Command.

5. Notify Cadet Command when you have been selected for employment. When your selection is verified by the school in writing, you will be mailed the following documents, which you must complete and return:

- Junior ROTC instructors are required to have a background check upon initial hire, unless such a check has been conducted within the past 5 years. Instructor Management Division will notify the instructor to complete an SF 85P using the Electronic Personnel Security Questionnaire (EPSQ) program, Subject Version, to initiate a background investigation conducted by the

Defense Security System (DSS). The EPSQ program software can be downloaded from the internet at www.dss.mil/epsq either on a personal computer or at the school. An instructional guide will be provided to the newly hired instructor for assistance in completing this task.

- FD 258, fingerprint card, and must accompany the EPSQ SF 85P. Fingerprinting does not have to be done at a military installation. A legible copy must be returned.
- Authorization to Stop/Start VHA/BAQ accompanied by required documentation.

6. The Army's approval of your initial employment is conditional. Should the results of your background check produce significant adverse information, you and the school will be notified that your authorization for employment is withdrawn.

7. The BAQ/VHA Form is required for finance personnel to compute your BAQ/VHA. This form must be accompanied by documentation such as marriage certificate, child's birth certificate, your current rent or mortgage, and other information (detailed instructions will be provided with this form). The equivalent of BAQ/VHA will not be allowed until this form and its associated documentation are complete. You will need to resubmit this form if your rent/mortgage or dependency status changes.

8. Instructor Management personnel do not have the means to compute officially the minimum pay you must receive. This is done by Finance personnel based upon their review of your DD 214 (creditable active federal service), marital status, location, and other information. Finance (DFAS) will notify you and the school of this minimum monthly pay due, and they will update it as pay and allowances change. However, when Instructor Management notifies the school that you are approved for hire, an initial estimate of your pay (less any local cost adjustments) will automatically be included in your approval letter.

9. The first year of your employment is probationary. At the end of that year, you will receive an evaluation report, which the Army will consider together with other reports and information to determine if the overall manner of your performance is satisfactory. After this probationary period, you will be considered to be certified as long as you remain employed and your performance and qualifications remain satisfactory.

10. Records update. Once you are employed, your photograph and physical examination expires after 5 years from the date they were taken/administered. In accordance with current Army policy, you must complete and forward to Cadet Command a new medical examination and photo.

11. Decertification. The great majority of JROTC instructors serve honorably and well for many years; indeed, there is no Army-dictated "mandatory retirement" age. However, some few must be decertified each year because of poor performance, inability to maintain minimum enrollment, legal problems (DUI, drugs) or noncompliance with requirements (including inability to meet height/weight standards). Decertification means that you are no longer authorized to be employed as a JROTC instructor, and the school stops receiving compensation for your salary. If you continue to work for the school, it must be in a non-JROTC capacity that is fully funded by the school.

12. Reemployment. Former instructors not employed in JROTC for a period of 2 years or more, must submit a current photograph, proof of a current physical examination, and other data as requested. Your eligibility terminates 5 years after the date you left JROTC employment.

Section VI

The Interview

As you complete your application packet, contact one of the personnel listed on the following pages for an interview.

Wear the Class A uniform to the interview, and provide the interviewer a copy of your Officer Record Brief (ORB), Forms 2a and 2-1, or a PQR for AGR equivalent.

Do not take your completed application to the interview: Mail it directly to Cadet Command as soon as it is completed to expedite processing. However, **ensure you retain a file copy of the complete application for any future reference.**

A successful interview is required to be certified as a JROTC instructor, so you are encouraged to review the contents of this bulletin carefully prior to the interview. This will ensure that you have a good understanding of the JROTC mission, the conduct of the program, and your duties and responsibilities as an instructor.

Your interviewer will send the results of your interview directly to Headquarters, Cadet Command. When this and your completed application packet are received, Cadet Command will process your application and inform you in writing of the results within 30 days.

The interview is designed to provide an exchange of information. Take advantage of this opportunity to clear up any questions you might have concerning the program and to obtain more detailed information concerning specific aspects of JROTC.

This should also help prepare you for your employment interview by school hiring officials. You are reminded that these officials, not the Army, select the personnel they wish to interview.

Cadet Command Interviewers**Alabama****Birmingham**

LTC (Ret) John T. Boykin
Birmingham High Schools
(205) 599-8795

Decatur

LTC (Ret) James L. Walker
Austin High School
(256) 552-4697

Mobile

LTC (Ret) Donald Crabtree
B C Rain High School
(334) 479-0511
LTC (Ret) Bill W. May
Mobile County Public Schools
(334) 690-8298

Montgomery

LTC (Ret) DeWayne Hall
Sidney Lanier High School
1756 South Court Street
Montgomery, AL 36104
(334) 269-3723 Fax (334) 269-3610
ROTC250950@aol.com

Redstone Arsenal

MAJ Gaylon McAlpine
JROTC Operations Officer
5th Bde, 2nd Region (ROTC)
(256) 876-0121

Alaska**Palmer**

LTC (Ret) Edward W. Strabel
Colony High School
(907) 746-9509

Arizona**Phoenix**

LTC (Ret) Babb
Phoenix Unified High School District
(602) 271-3159
LTC (Ret) James R. Webb III
Phoenix Unified School District
(602) 271-3159
MAJ (Ret) Richard A Rail
Alhambra High School, AZ
(602) 271-2082
ROTC430032@aol.com

Sierra Vista

LTC (Ret) William R. Henson, Jr.
Buena High School

5225 Buena School Blvd.
Sierra Vista, AZ 85635
(520) 515-2838 Fax (520) 515-2835
bhssai@yahoo.com

Arkansas**Malvern**

LTC (Ret) Al Bollen
Malvern High School
(501) 332-7575

North Little Rock

LTC (Ret) Artis T. Lofton
North Little Rock High School
(501) 771-8217

Sheridan

LTC (Ret) Larry D. Seals
Sheridan High School
(870) 942-3137

California**Bakersfield**

LTC (Ret) Donald Finkenkeller
South High School
(661) 832-5738

Fullerton

COL (Ret) James H. Ashhurst, III
Fullerton High School
(714) 870-3752

Los Angeles

LTC (Ret) Norman Andrie
LTC Ted A. McDonald
Los Angeles Unified School District
(213) 743-3644/3645

Oakland

LTC (Ret) Vernon L. Clark
Oakland Unified School District
(510) 879-8358

Presidio of Monterey

Ms. Sunny Rea
Headquarters, 3rd Bde, 4th Region
Ord Military Community, Bldg. 4455
Presidio of Monterey, CA 93944-5006
(831) 242-6999 Fax (831) 242-7695
reas@pom-emh1.army.mil

Sacramento

LTC (Ret) Jimmy E. Griffis
Grant High School

(916) 263-6472

San Diego

LTC (Ret) William Jackowski
San Diego Unified School District
(858) 496-8203

Colorado

Denver

LTC (Ret) Perry V. Roberts
Montbello High School
(303) 375-5707
LTC (Ret) Lemuel A. Rowlette
Denver School District
(303) 394-4769/(303) 394-8411

Fort Carson

SFC (Ret) Marcus Pitchford
HQ, 2d Bde, 4th ROTC Region
(719) 526-8626

Loveland

LTC (Ret) Robert D. Dillon
Loveland High School
(970) 669-7185

Pueblo

LTC (Ret) Timothy Lenzmeier
Centennial High School
(719) 549-7357

Connecticut

Bloomfield

MAJ (Ret) Timothy M. Knigge
Bloomfield High School
(860) 286-2630 Ext 120

Delaware

(none)

District of Columbia

COL (Ret) Joseph E. Nickens, Jr
DC Public Schools
(202) 724-4771
LTC (Ret) James L. Simmons
DC Public Schools
(202) 724-4771

Florida

Boward County

COL (Ret) James R. Armstrong
600 Southeast 3rd Avenue, 13th Floor
Fort Lauderdale, FL 33301
(954) 765-8871- Fax (954) 765-6029
JRACOL@aol.com

Bradenton

COL (Ret) Larry Burnette
Bayshore High School
5401 34th W. Street
Bradenton, FL 34210
(941) 753-0808 (Fax is same)
ROTC160481@aol.com

Jacksonville

COL (Ret) Robert R. Bachman
(904) 737-0568

Perry

COL (Ret) David C. Ammons
Taylor County High School
(850) 838-2525 ext. 229

Satellite Beach

LTC (Ret) Walter A. Gallup
Brevard County School District
(321) 632-4454

Georgia

Atlanta

COL (Ret) Bobby L. Moore &
(404) 827-8749
LTC (Ret) Thomas E. Torbert
Atlanta Public Schools
(404) 827-8861

College Park

MAJ (Ret) Richard L. Gardner
Fulton County Schools
(770) 306-3535

Columbus

COL (Ret) Roy Plummer
Muscogee County School District
2101 18th Avenue
Columbus, GA 31901
(706) 649-0810 Fax (706) 641-4119
jrotcq@knology.net

Evans

LTC (Ret) Gary O. Engen
Lakeside High School
(706) 868-3746
LTC (Ret) Patrick D. Rivette

Evans High School
(706) 868-3663 Ext 256

LTC (Ret) Donald H. Barrell
Hawaii Multiple School Unit
(808) 438-4522

Idaho
(none)

Illinois

Cahokia

COL (Ret) James T. Pratt, III
Cahokia High School
(618) 332-1912

Chicago

LTC (Ret) William Fletcher &
LTC (Ret) Julius C. Taylor, Jr.
Chicago Public Schools
LTC (Ret) Henry L. James
(773) 534-9770/9772/9773/9070

Fort Sheridan

Mr. Stanley T. Griffin
Operations Specialist
2nd Region, 2nd Brigade
3155 Blackhawk Drive, Suite 564
Fort Sheridan, IL 60037
(847) 266-3106 Fax (847) 266-3110
stanley.griffin@usarc-emh2.army.mil

Peoria

MAJ (Ret) Clark T. Davis
Manual High School
(309) 674-8847

Waukegan

MAJ (Ret) William A. Kelo
Waukegan High School
(847) 360-5631

Indiana

Fort Wayne

MAJ (Ret) Tibor Bierbaum
Concordia Lutheran High School
(219) 483-1102

Gary

LTC (Ret) Robert S. Wilhelm
Gary Community Schools
(219) 977-2150/2151

Indianapolis

COL (Ret) David J. Sholly
Indianapolis Public Schools
(317) 226-3906

Garden City

LTC (Ret) Timothy J. Fox
Robert W. Groves High School
(912) 965-2563
LTC (Ret) Dennis D. Harrison
Crisp County High School
(912) 276-3430/ext 222

Lafayette

COL (Ret) Daryl T. Brooks
Lafayette High School
(706) 639-3414

Germany

Heidelberg

HQ, USAREUR
06221-57-6686 DSN 370-
Mr. Joe A. Behrens
MAJ (Ret) Robert P. Hase

Guam

SGM Frederick E. Smith
Operations SGM, MSU Guam
PSC 455 Box 194
FPO AP 96540-2902
(671) 475-0518 Fax (671) 475-0594
jrotcl@ite.net

Hawaii

Fort Shafter

LTC (Ret) Burton A. Greene
Hawaii Multiple School Unit
Bldg S-330, Rm 104
Fort Shafter, HI 96858-5010
(808) 438-4522/3942
greeneb2-emh3@ftshafter.army.mil

LTC (Ret) Jeffrey G.F. Tom
McKinley High School
(808) 594-0474

Honolulu

Iowa

(none)

Japan

(none)

Kansas

Wichita

COL (Ret) Robert Hester
Wichita Public Schools
(316) 973-4500/4571

Kentucky

Corbin

LTC (Ret) Rick McClure
Corbin High School
(606) 526-0196

Elizabethtown

Richard Webster
HQ 3rd Bde, 2nd Region
(502) 624-1496

Fort Campbell

MAJ (Ret) James H. Embry
Fort Campbell High School
(931) 431-5056

Hopkinsville

MAJ (Ret) Danny E. Greene
Hopkinsville High School
(270) 889-9571

Fort Knox

Ms. Debra F. Cottrell
JROTC Operations Specialist
HQ Second Region ROTC
Fort Knox, KY 40121-5610
(502) 624-4214
cottrellld@knox-rotc.army.mil

Mr. Rick Webster
3rd Bde, 2nd Region
(502) 624-1496 (DSN 464-)

Middletown

COL (Ret) David P. Schneider
Eastern High School
(502) 485-8422

Korea

Seoul

Mr. Leonard Henderson
DODDS Seoul American High School
011-822-7918-7423
LTC (Ret) Donald R. Hedgpath
DODDS Seoul American High School
011-822-7918-4138

Louisiana

Shreveport

LTC (Ret) Richard W. Miller
Caddo Parish Schools
(318) 638-6381

Slidell

COL (Ret) James C. Avery
Salmen High School
4040 Berkley Street
Slidell, LA 70458
(985) 643-2340
ROTC251127@aol.com

Maine

(none)

Maryland

Baltimore

COL (Ret) Cecil W. Kiilehua
Baltimore Schools
(410) 396-8564

Massachusetts

Brighton

COL (Ret) William R. Lee
Brighton High School
(617) 635-9873 or (617) 787-9749

Brockton

COL (Ret) Robert E. Tripp
Brockton High School
(508) 580-7023

Devens

Headquarters, 1st Bde, 1st Region
4 Lexington Street, Bldg. 642
Unit 82
Devens, MA 01432-4427
(978) 796-2481 Fax (978) 796-3788

CPT Seth Pilgrim
Pilgrims@devens-emh1.army.mil

SFC George Machado
Machadog@devens-emh1.army.mil

East Boston

LTC (Ret) Gerald T. Wellman
 East Boston High School
 (617) 561-4983

Methuen

LTC (Ret) Jeffrey L. Kimball
 Methuen High School
 (978) 681-1370

Michigan

Detroit

LTC (Ret) James Lee
 Detroit Public Schools
 (313) 873-9600

Grand Rapids

Mr. Danny R. Cline
 Grand Rapids Public Schools
 (616) 771-3048

Minnesota

Mendota Heights

COL (Ret) Kenneth F. Perry
 Saint Thomas Academy (MI)
 949 Mendota Heights, MN 55120-1426
 (651) 683-1547 Fax (651) 454-4574

Mississippi

Brandon LTC (Ret) DeWitt "Bo" Hynes
 Rankin County School District
 124 Fawnwood Drive
 Brandon, MS 39042
 (601) 992-8770
 ROTC251234@aol.com

Jackson

LTC (Ret) Lucius Wright
 Jackson Public Schools
 (601) 987-4931/4955

Missouri

Broseley

Mr. Randall J. Osowski
 Twin Rivers High School
 Highway 51
 Broseley, MO 63932
 (573) 328-4711 Fax (573) 328-1511
rosowski.trhs@twin-rivers.k12.mo.us

Florissant

COL (Ret) James B. Missroon
 McCluer High School
 (573) 524-5818

Fort Leonard Wood

MAJ Barry Vanden Berg
 JROTC Operations Officer
 4th Bde, 2nd Region (ROTC)
 198 Colorado Avenue
 Fort Leonard Wood, MO 65473
 (573) 596-0276 Fax (573) 596-0277
vandenbb@wood.army.mil

Kansas City

LTC (Ret) Norman E. Sowell
 Kansas City Missouri Public Schools
 (816) 418-5272

St. Joseph

COL (Ret) Kenneth H. Nash
 Central High School
 (816) 279-6303/ext 30

St. Louis

MAJ (Ret) Kenneth M. Lee
 Charles Summer High School
 4248 West Cottage Avenue
 St. Louis, MO 63113
 (314) 371-1054/1048 Fax (314) 531-9852
 ROTC241197@aol.com

Montana

(none)

Nebraska

Omaha

LTC (Ret) Walter L. Kazor
 Omaha Public Schools
 (402) 557-2460

Nevada

Reno

COL (Ret) Alex Woods, Jr.

Washoe County Schools
(775) 333-5068

New Hampshire
(none)

New Jersey

Berkley Heights
MAJ (Ret) Tad Smith
Governor Livingston High School
(908) 508-1462

Franklinville
COL (Ret) Bob Familetti
Delsea Regional High School
(609) 694-4624

Riverside
LTC (Ret) Dane Woytek
Riverside High School
(856) 461-1255 Ext 152

New Mexico

Albuquerque
LTC (Ret) Gary R. Gomez
Albuquerque High School
800 Odelia Road NE
Albuquerque, NM 87102
(505) 767-0589
ROTC453193@aol.com

Roswell
LTC (Ret) Burl D. Magee
New Mexico Military Institute
(505) 624-8120

New York

Buffalo
LTC (Ret) James McNicholas
Buffalo City Schools
(716) 882-5026

Staten Island
MAJ (Ret) Stephen Torelli
85 St. Joseph Avenue
Staten Island, NY 10302
(718) 618-1962
ROTC120731@aol.com

West Point
COL (Ret) Donald I. Bernstein
Minisink Valley High School
(914) 355-5178

North Carolina

Charlotte
COL (Ret) Harry D. Ray
Olympic Senior High School
(704) 343-3800

Clinton
COL (Ret) Richard A. Underwood
Union High School
(910) 592-2607

Eden
LTC (Ret) Stephen M. Gallagher
Morehead High School
(336) 627-0330

Fort Bragg
1st Region HQ ROTC
Comm. (910) 396-6220/8706
DSN 236-6220/-8706
Mr. Charles Perry
Mr. J. B. Thames
5th Bde 1st Region
Comm. (910) 396-5686/5709/6399
SFC London DuBois
Duboisl@rotc1.bragg.army.mil

Mr. George James
Mr. Buck Jenkins

Hope Mills
LTC (Ret) Jack Kaplan
South View Senior High School
(910) 423-1736

Winston-Salem
LTC (Ret) John F. Bobbitt
Winston-Salem/Forsyth County Schools
(336) 748-3030

North Dakota
(none)

Northern Mariana Islands
(none)

Ohio

Columbus

LTC (Ret) Richard L. Lyday
Columbus West High School
(614) 365-5955 Ext 256

Oklahoma

Tulsa

LTC (Ret) Terry Riddle
Tulsa Public Schools
(918) 746-6496

Oregon

(none)

Panama

(none)

Pennsylvania

Butler

MAJ (Ret) Carl W. Littlejohn
Butler Area School District
(724) 214-3432

Philadelphia

LTC (Ret) Russell A. Gallagher
Roxborough High School
(215) 487-4841

Pittsburgh

LTC (Ret) Michael H. Cassetori
Oliver High School
(412) 323-3272

Wayne

LTC (Ret) Don A. Bovais
Valley Forge Military Academy
(610) 989-1386

Rhode Island

(none)

South Carolina

Columbia

LTC (Ret) Paul T. Grimes
A.C. Flora High School
(803) 738-7283

Latta

COL (Ret) Robert C. George, Jr.

Latta High School

(843) 752-5751

Spartanburg

LTC (Ret) Joel R. Parker
Paul M. Dorman High School
(864) 595-3222

West Columbia

LTC (Ret) Walter R. Carpenter
Birchwood High School
(803) 896-9274

South Dakota

Rapid City

MAJ (Ret) Michael Conley
Central High School
(605) 394-0400 Ext 257

Tennessee

Chattanooga

COL (Ret) T. C. McConnell
Hamilton County Schools
(423) 825-7222

Memphis

LTC (Ret) James M. McCartt
LTC John G. Winchell
Memphis City Schools
2300 Hernando Road
Memphis, TN 38106
(901) 775-7501 Fax (901) 775-7459

Texas

Dallas

COL (Ret) Joe D. Sasser
Dallas Public Schools
3700 Ross Avenue, Box 95
Dallas, TX 75204
(972) 925-4858 Fax (972) 925-4857
jsasser@dallasisd.org

LTC (Ret) Wendell Parker
Skyline High School
(972) 502-3478

El Paso

LTC (Ret) Rafael G. Garcia
Yselata Independent School District
(915) 595-5696
LTC (Ret) Lawrence E. May
El Paso Independent School District

(915) 779-4081

Wichita Falls Independent School District
(940) 720-3258

Fort Sam Houston

CPT Frank Taylor, Jr.
Director, High School Programs
HQ, 5th Bde, 4th Region ROTC
1400 East Grayson Street, Suite 200
Fort Sam Houston, TX 78234-700
(210) 295-0230 Fax (210) 295-0256

Utah

(none)

Vermont

(none)

MAJ Jeff Williams
(210) 295-0263
SFC (Ret) John Parker, Jr.
(210) 221-1112

Virgin Islands

(none)

Virginia

Fort Worth

LTC (Ret) Luther W. Berry
Ft Worth Independent School District
(817) 871-3256

Alexandria

LTC (Ret) Joseph Spicer
Hayfield Secondary School
(703) 924-7477

Houston

COL (Ret) Holland E. Bynam
(713) 676-9531
Houston Independent School District
LTC (Ret) Willie M. Bratcher
(713) 676-9531

Bealton

LTC (Ret) John O'Sullivan
Liberty High School
(540) 439-4237

Collinsville

LTC (Ret) Walker L. Knight, Jr.
Henry County Public Schools
(540) 634-4755

Killeen

LTC (Ret) John Michelli
C. E. Ellison High School
(254) 501-0600

Fort Belvoir

Douglas E. Massey
HQ 4th Bde, 1st Region
(703) 805-4526

McAllen

LTC (Ret) Brent H. Fullerton
McAllen High School
(956) 632-3158

Fort Monroe

Headquarters, Cadet Command
56 Patch Road
Fort Monroe, VA 23651-5000
Fax (757) 788-3805
DSN 680-4001
1-800-347-6641

Ms Louise Banton, 788-3462
Bantonl@monroe.army.mil
Mrs Carol Hetler, 788-4306
Hetlerc@monroe.army.mil
Mr. Louis Jordan, 788-3435
Jordanl@monroe.army.mil
Mr. Leon McMullen, 788-4582
Mcmullenl@monroe.army.mil

San Antonio

LTC (Ret) Tommie H. Malone
San Antonio Independent School District
(210) 224-7937
MAJ (Ret) Louis B. Ullrich
Central Catholic Marianist High School
(210) 225-6794
LTC (Ret) Jerry W. Cheatom
Roosevelt High School
(210) 650-1276

Richmond

COL (Ret) Charles R. Thornton
Richmond Public Schools

Wichita Falls

LTC (Ret) Charles H. Simmons

(804) 780-4778

Smithfield

LTC (Ret) John H. Moore
Smithfield High School
(757) 357-0056

Washington

Fort Lewis

4th Region HQ, ROTC
DSN 357
Comm (206) 957
Mr. Shawn Daugherty
-3687
CPT Mark A. Pratt
1st Bde, 4th Region
(253) 967-4469

McKenna

SFC (Ret) Marty A. Swofford
1st Bde, 4th ROTC Region
(253) 967-8227

West Virginia

Charleston

COL (Ret) Conrad Neely, III
Capital High School
(304) 348-1916

Wisconsin

(none)

Wyoming

(none)

Application for Employment in the Junior ROTC Program

DATA REQUIRED BY THE PRIVACY ACT OF 1974:

TITLE OF FORM: Application for Approval of Employment in the Junior ROTC Program

AUTHORITY: Title 10, United States Code 2031

PRESCRIBING DIRECTIVE: AR 145-2

PRINCIPAL PURPOSE: To check the professional qualifications of prospective Junior ROTC Instructors

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary, but failure to do so will preclude the individual from further consideration as a prospective Junior ROTC Instructor.

Please type or print legibly

Part 1: General Information

| | | |
|--|-------------------|--|
| Last Name Name | First Name | Middle |
| <hr/> | | |
| Social Security Number: | | Date of Birth: |
| <hr/> | | <hr/> |
| Current Grade: | | Years of Active Service: |
| <hr/> | | <hr/> |
| Grade at Retirement: attach | | (If different from current grade, documentation or explain in |
| <hr/> | | <hr/> |
| Part 7: Remarks.) | | Date Available for Employment: |
| Date of Retirement: | | <hr/> |
| <hr/> | | <hr/> |
| Branch/MOS: | | GT Score: |
| <hr/> | | <hr/> |
| Marital Status: | | Number of Dependents: |
| <hr/> | | <hr/> |
| Are You a United States Citizen: | | 9 Yes 9 No |
| <hr/> | | <hr/> |
| Mailing Address (include zip code): | | |
| <hr/> | | |
| Email Address: | | |
| <hr/> | | |
| Home Telephone (include area code): () | | |
| <hr/> | | |
| Work Telephone (include AUTOVON if available): () | | |
| <hr/> | | |
| I may be reached at the above location until (date): | | |
| <hr/> | | |

Part 2: Education

| | | | |
|--|----------------|--------------|--------------|
| High school graduate? | 0 Yes | 0 No | 0 GED Date: |
| College/University credit/degree? | 0 Yes | 0 No | # yrs Degree |
| Graduate/Postgraduate credit/degrees? | 0 Yes | 0 No | # yrs Degree |
| Name of College or University Degrees/Hrs Completed | Field of Study | Yrs Attended | |
| (If necessary, continue in Part 7: Remarks.) | | | |

Part 3: Instructor/Assignment/Employment Experience

Instructional ability is a vital qualifying criterion. Be sure to indicate any experience you have in this area. Use Part 7: Remarks, if necessary.

Have you ever had experience in any of the following:

| | | | | |
|---|-----------------|-------|------------|--------|
| Senior ROTC Instructor? | | 0 Yes | 0 No | MAR 01 |
| School | | Year | | |
| Senior ROTC Instructor? | | 0 Yes | 0 No | |
| School | | Year | | |
| Service School Instructor? | | 0 Yes | 0 No | |
| School | | Year | | |
| Civilian Instructor? | | 0 Yes | 0 No | |
| School | | Year | | |
| Other Instructor/teaching experiences? | | | | |
| Subjects taught: | | | | |
| Administrative Experience? | | 0 Yes | 0 No | |
| Supply Experience? | | 0 Yes | 0 No | |
| Last active duty, location of personnel records: | | | | |
| Employment since retirement: | | | | |
| Employer Change | Job Description | Dates | Reason for | |
| Name and address of supervisor in current job (include zip code): | | | | |
| Cadet Command Form 210-R 3 | | | | |
| Telephone (include area code): | | | | |

Part 4: Medical History

| | | |
|---|--------|------|
| Did you retire with any physical disability: | 0 Yes | 0 No |
| If so, what percent? % | | |
| Have you had any serious illnesses since retirement? | 0 Yes | 0 No |
| Do you have any speech defects? | 0 Yes | 0 No |
| Do you have any hearing defects? | 0 Yes | 0 No |
| Do you have any uncorrected visual defects? | 0 Yes | 0 No |
| Have you ever had any drinking/drug problems? | 0 Yes | 0 No |
| If you answered "yes" to any of the above questions, give details in Part 7: Remarks. | | |
| Date of last physical examination (Must be within 5 years if active duty, within 1 year if retired) | | |
| WEIGHT | HEIGHT | |

Part 5: Service Record

| | | |
|--|-------|------|
| Were you ever dishonorably discharged from any previous enlistment or prior service? | 0 Yes | 0 No |
| Have you ever been tried by court martial or received an Article 15? | 0 Yes | 0 No |
| Have you ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding? | 0 Yes | 0 No |
| Have you ever been convicted, fined, imprisoned or placed on probation? | 0 Yes | 0 No |
| Have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$50 or less was imposed?) | 0 Yes | 0 No |
| If you answered "yes" to any of the above questions, give full detailed explanation in Part 7: Remarks. | | |

Part 6: Preferred Location for Employment

(You may list up to four states or countries. Do not list a state unless you are willing to pay to relocate yourself to the job. Overseas hires ordinarily include relocation costs.)

| | |
|----|----|
| 1. | 3. |
| 2. | 4. |

Part 7: Remarks

Use this section for any details, explanation or completion of Parts 1 through 6.
If necessary, attach a continuation sheet.

I certify that the information provided in this application is correct to the best of my knowledge. I authorize Cadet Command to verify the information I have provided from official military personnel records, a national security agency check or other information that may be available. **I understand that knowingly providing untrue information on this application will bar me from employment by JROTC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor regardless of how long I might have been employed.**

I accept that I must maintain prescribed standards of dress and personal appearance, including the weight standards of AR 40-501, as conditions of initial certification and continuing employment.

I authorize Cadet Command to release copies of this application and the documents in my application packet to school officials considering me for employment. (Note: Granting this authorization is voluntary. If you wish you may elect to authorize such release only on a case by case basis.

Date_____ Signature of Applicant

Enclosures: **(Check before mailing)** Photograph, Memo from security manager (active duty only), last five evaluation reports, ORB or Forms 2a and 2-1, DD 214 or PQR for AGR (upon retirement for active duty personnel), physical exam, typed and signed one page letter stating why you want to be an instructor, and tape test if over height/weight standards. **Retain a copy of everything for your records!**

Mail to: Headquarters, US Army Cadet Command

ATTN: ATCC-JR-IM

Ft Monroe, VA 23651-5000

Questions? Call---Junior ROTC

DSN: 680-4001 or

1-800-347-6641